

1. PURPOSE AND SCOPE

To identify the required training and to provide guidelines for training High-Level Waste (HLW) personnel. This SPP implements the training requirements identified in DOE/RW-0333P, Office of Civilian Radioactive Waste Management (RW), Quality Assurance Requirements and Description (QARD). This SPP also provides for the development of a QA Training Plan to document these training requirements; provides for the establishment of guidelines for coordinating, preparing, and conducting HLW QA training (including orientation and indoctrination); and requires that the training status for each individual in the HLW QA Program be tracked.

2. REFERENCES

- a. DOE/RW-0333P, Office of Civilian Radioactive Waste Management (RW), Quality Assurance Requirements and Description (QARD)
- b. SPP 3.02, Qualification and Certification Requirements
- c. SPP 4.04, Technical and QA Documents
- d. SPP 7.01, Quality Records

3. GENERAL

a. Discussion

Each fiscal year, the HLW Quality Assurance Program Manager (QAPM) assembles the training requirements and establishes a QA Training Plan for personnel performing quality affecting activities. The QA Training Plan is concentrated on training assignments to meet DOE/RW-0333P QA requirements. The QA Training Plan will be reviewed by Program Managers (PM) to ensure all applicable training requirements are addressed, and to recommend any additional training which is deemed necessary. The extent of training activities shall be commensurate with the scope, complexity, and nature of the work to be performed; and the education, experience, and initial proficiency of the individual who participates. Achievement of proficiency for a given job position is accomplished prior to the initial performance of a task associated with that position.

The HLW QAPM ensures that preparation and conduct of training are accomplished and that individual training needs are met. Required training must be accomplished prior to performing quality affecting work.

Records reflecting the completion of training requirements are submitted to the HLW QAPM for inclusion in personnel certifications, qualifications, and training files maintained in accordance with the SPPs. Records reflecting the completion of training activities may be documented using any or all of the following methods:

- (1) Attendance Rosters (Attachment A)
- (2) Certifications for training completion
- (3) Required reading completion documents/acknowledgment sheet
- (4) Memorandum from the Instructor describing completed training

b. Definitions

See SPP Glossary of Terms and Acronyms

4. PROCEDURE

a. Developing and Implementing the QA Training Plan

Performer

Action

HLW QAPM

- (1) Develops a QA Training Plan each fiscal year which lists the required training, and the corresponding functional positions and performers from the SPPs who require this training. Determines additional QA training, if any, needed by an individual based on their experience, education, proficiency, and current performance.
- (2) Forwards the QA Training Plan to the PM, for review and comment.

PM

- (3) Reviews QA Training Plan for completeness of training requirements and training identified for functional positions and performers from the SPPs.
- (4) Documents review on Review and Comment Record (RCR) form and returns it to HLW QAPM for resolution.
- (5) Approves the QA Training Plan.

Performer**Action**

HLW QAPM

(6) Ensures that the required training is conducted and documented.

| Rev 3

(7) Conducts semi annual reviews of training status to ensure requirements are being met. Provides feedback of the review results to the PMs.

| Rev 3

b. Developing and Preparing HLW Required Training Course Material**Performer****Action**

HLW QAPM

(1) Designates an individual to prepare course material (e.g., participant handouts, and test materials if required).

(2) Reviews course material, to ensure that it is complete, supports the topic, and includes QA requirements where necessary.

(3) Approves the course material.

c. Conducting HLW QA Required Training**Performer****Action**

HLW QAPM

(1) Identifies an instructor who arranges for facilities, if applicable and develops training schedule and notifies participants.

Note: The instructor is selected from among HLW personnel, as defined in the Glossary.

Instructor / Participant

(2) Ensures that each participant completes the attendance roster (Attachment A) or required reading acknowledgement sheet.

| Rev 3

(3) Submits training completion documentation to the HLW QAPM for processing into Quality Records.

| Rev 3

HLW QAPM

(4) Ensures individual Training Records are updated.

d. Records

Performer

Action

Rev 3	HLW QAPM	(1) Ensures that the QA Training Plan and completed RCR forms are processed into the central records facility as nonpermanent records.
Rev 3		(2) Ensures that personnel training completion documentation is processed into the central records facility as lifetime records.

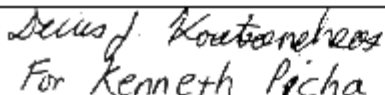
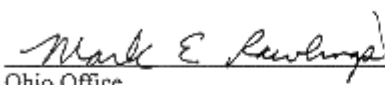
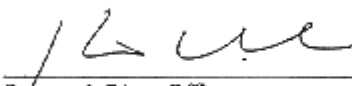
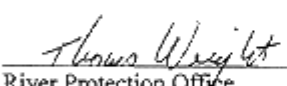

5. ATTACHMENTS

- a. Attachment A – Attendance Roster (Example)

6. REVISION HISTORY

<u>Revision</u>	<u>Description</u>	<u>Effective Date</u>
0	New Procedure	3/24/97
1	Major Rewrite – Therefore there are no revision bars. This revision was made to implement corrective action for RW Deficiency Report No. YM-97-D-064 by clarifying and streamlining the HLW training process.	11/26/97
2	Removed QAPD reference; revised approval section per new EM organization; electronic reformatting revisions; addressed internal audit 00-EA-IN-AU-01 issues regarding clarification of “Performers;” minor editorial revisions. As this is a major revision, change bars are not retained, in accordance with SPP 2.01, paragraph 4.d.(1).(b).	5/8/00
3	Deleted last sentence of section 3.a, paragraph 2. Revised “QAS” to “HLW QAPM” in section 4.c.(3). Revised “quality records system” to “central records facility” in section 4.d. Revised “Office of River Protection” to “River Protection Office” and QAPM approval at section 7. Revised performer of 4.a.(6) to “HLW QAPM.” Deleted redundant performer “HLW QAPM” at 4.a.(7). Revised performer of 4.c.(2) to “Instructor / Participant.” Removed reference to “training documentation” in 4.d.(1) and made this reference into a separate paragraph at 4.d.(2).	See SPP Index

7. CONCURRENCE AND APPROVAL

	 For Kenneth Picha Office of Technical Program Integration Office of Integration and Disposition	<u>12/21/00</u> Date
	 Ohio Office Office of Site Closure	<u>12/21/00</u> Date
	 Savannah River Office Office of Project Completion	<u>12/21/2000</u> Date
Rev 3	 River Protection Office Office of Project Completion	<u>12/19/00</u> Date
Rev 3	 Quality Assurance Program Manager	<u>12/22/00</u> Date

TRAINING

[illegible]